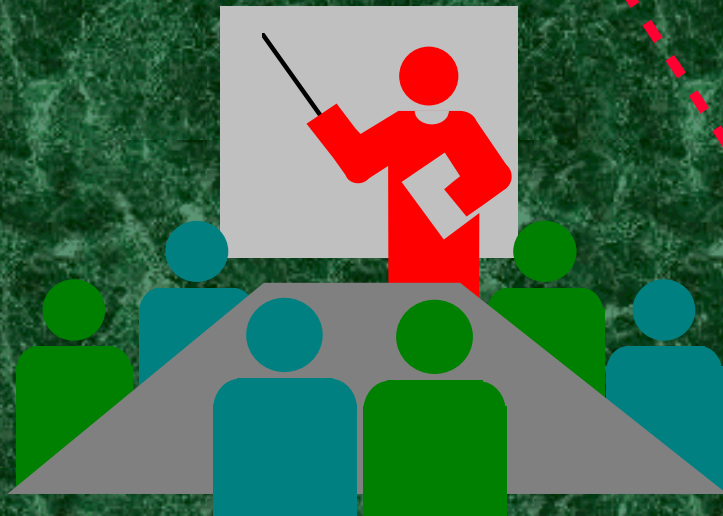


State Personnel Board Annual Employment Goals and Timetables Training



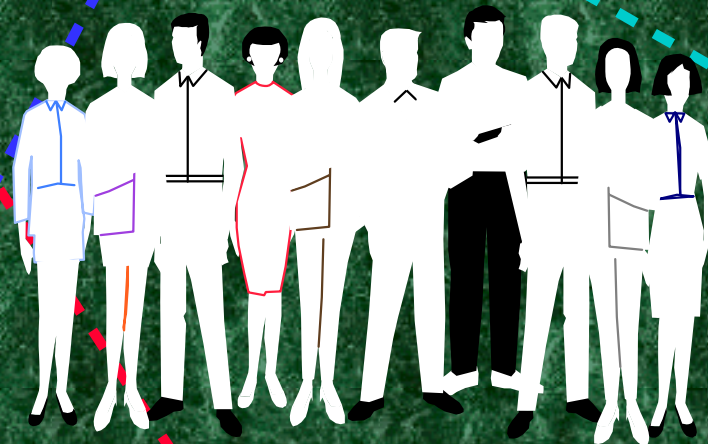
Ted Edwards, Manager
Civil Rights Programs
(916) 653-1276

Bush Manson, Goals and
Timetables Coordinator
(916) 653-1161

Important Definitions

Equal Employment Opportunity means...

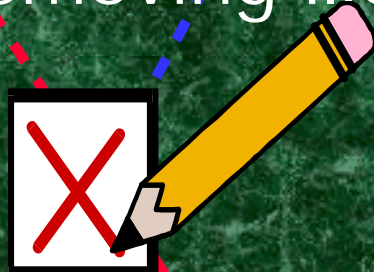
"Having race, ethnic, gender, and disability neutral employment practices, where selection is based solely on job-related qualifications."



Important Definitions Cont'd.

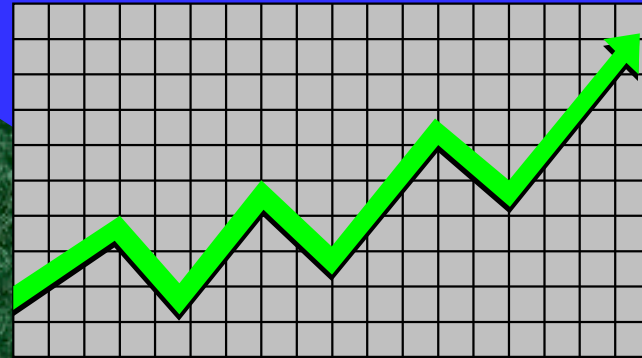
Affirmative Action means...

"Taking active steps to help achieve equal employment opportunity, including work force monitoring, identifying underutilization problems, and removing illegal employment barriers."



It does not mean giving preferences to anyone!!!

What is an Employment Goal?



Government Code Section 19791 defines a "goal" as ...

"...a projected level of achievement resulting from an analysis by the employer of its deficiencies in utilizing minorities and women and what reasonable remedy is available to correct such underutilization..."





Are Employment Goals Legal?

YES !!!

- Prop. 209 does not prohibit employment goals!
- Goals are required by Government Code Section 19790.



Goals are not...

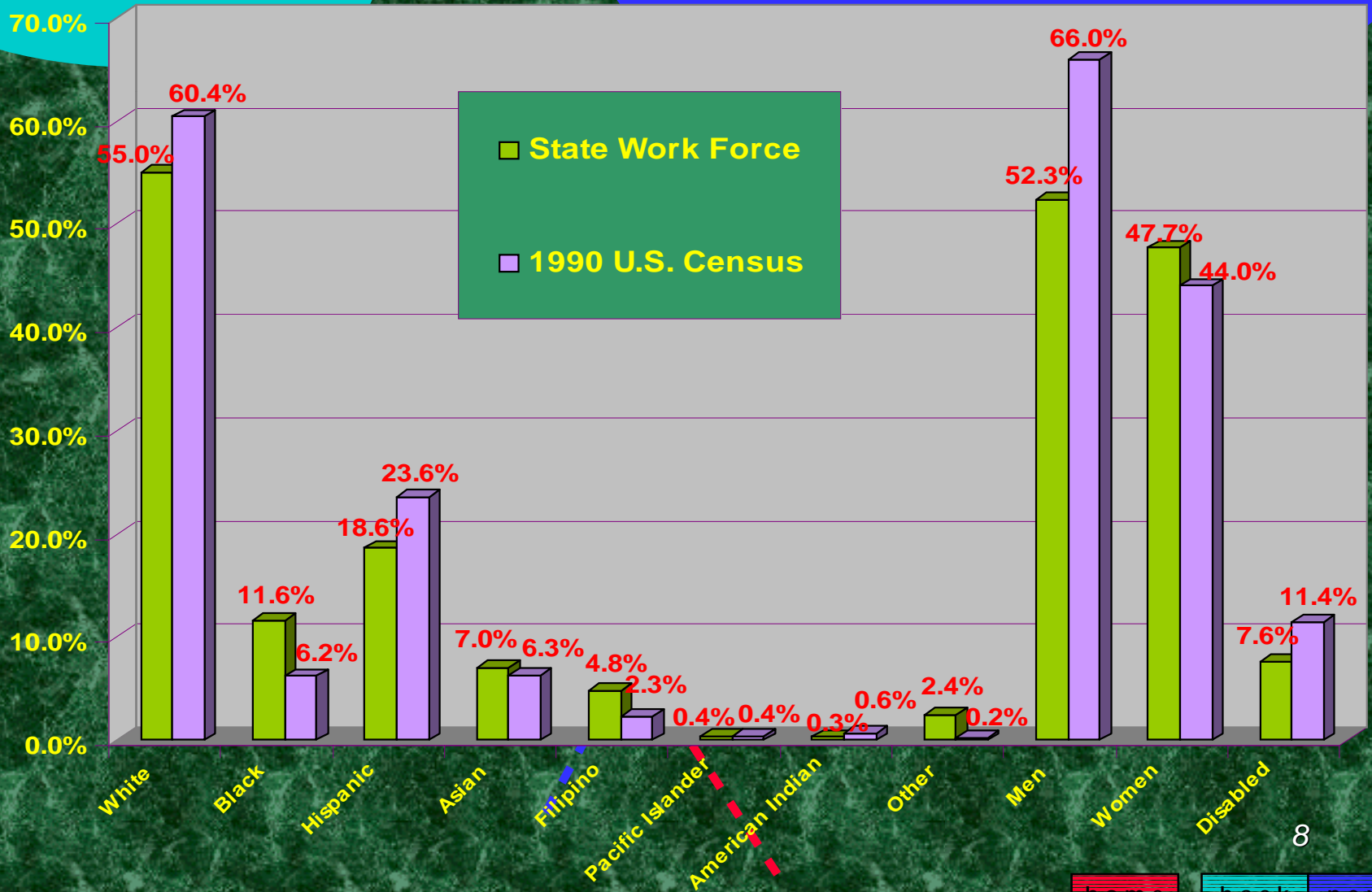
- Quotas that must be met. 
- Considerations in making employment decisions, e.g., examinations, hiring, promotion, and training. 

Purpose for Setting Employment Goals

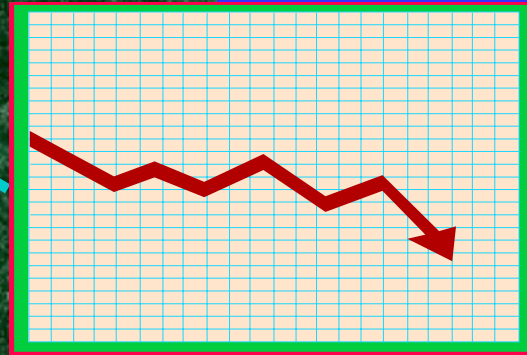
- Measuring the extent to which departments are providing equal employment opportunity.
- Identifying significant underutilization problems which may indicate employment discrimination.
- Providing a basis for taking corrective action to eliminate illegal employment barriers.
- Monitoring progress to achieve full equal employment opportunity.

State Civil Service Work Force

(as of March 31, 2000)



What is "Underutilization?"



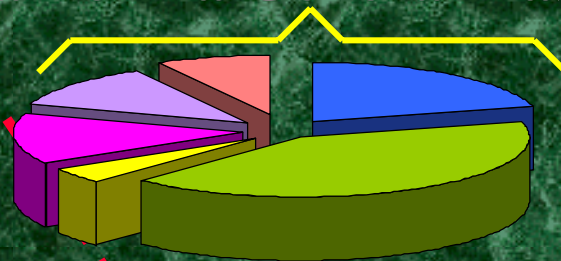
Government Code Section 19791 defines "underutilization" as...

"...having fewer persons of a particular group in an occupation or at a level in a department than would reasonably be expected by their availability..."

How do we determine "Availability?"

The U.S. Supreme Court has ruled that employers must use **Relevant Labor Force** data comparisons to determine availability...

California General Labor Force



Relevant Labor Force

What is the **Relevant Labor Force?**....

The **Relevant Labor Force** consist of the pool of individuals who possess the requisite qualifications for the job in the geographic area in which employers can reasonably expect to recruit...

General Labor Force



Relevant Labor Force

home

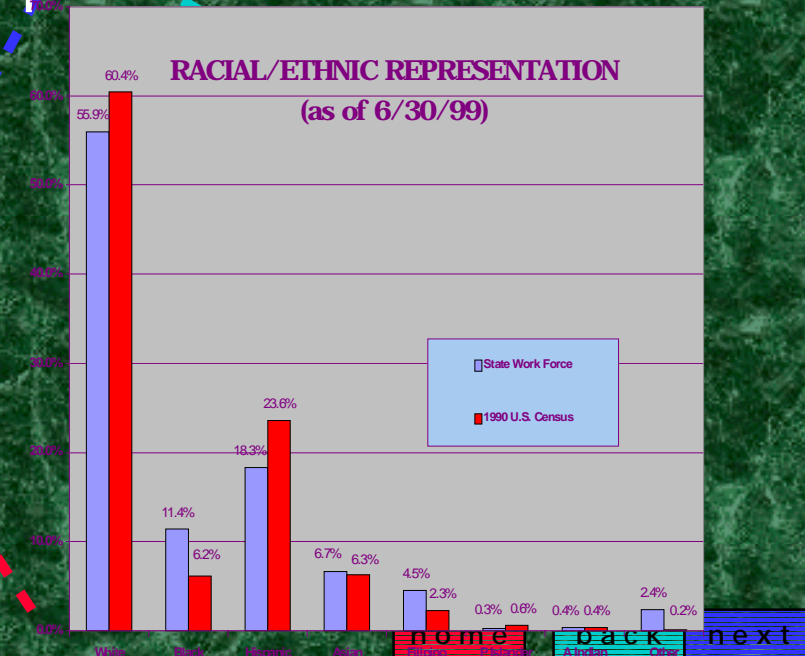
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How do we determine underutilization?

Occupational State Work Force Representation is compared to Relevant Labor Force Representation using a three part analytical process:

- (1) Work Force Analysis
- (2) Availability Analysis
- (3) Utilization Analysis



The Work Force Analysis...

- Identify all departmental classes.
- Group classes into occupational groups.
- Determine relevant geographic recruitment areas for entry classes in occupational groups.
- Obtain work force composition info for classes in each occupational group, in relevant geographic areas.

The Availability Analysis...

- Identify Relevant Labor Force data options:
 - (1) Occupational labor force or educational data from the Census or other appropriate source.
 - (2) Qualified applicant pool data - Those meeting the class "MQs" from Census; or Those with accepted applications in recent exams.
- Select the most appropriate available Relevant Labor Force data

The Utilization Analysis...

- Compare State work force data with Relevant Labor Force availability data;
- Determine whether there is a State underutilization (deficiency);
- Determine whether any deficiency is statistically significant;

THE SPB DOES
ALL THREE
FOR YOU!

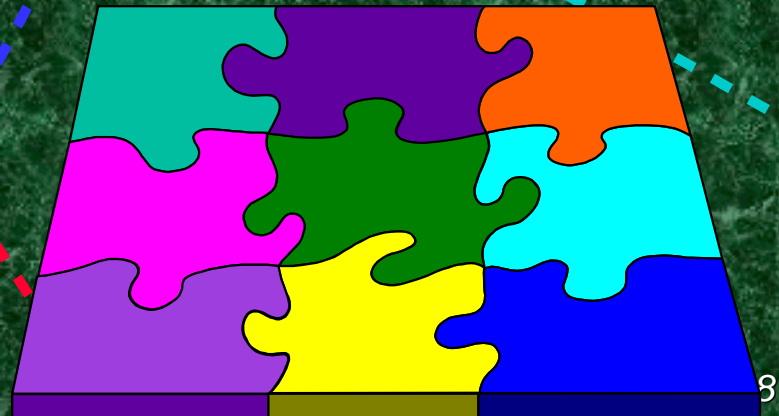
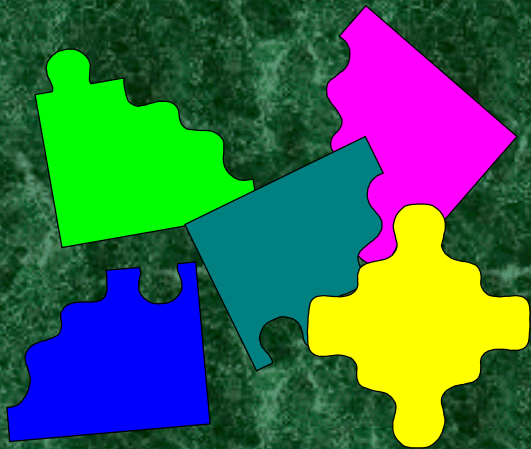


Reports the SPB Prepares for State Departments...

- Number of Departmental Employees by Major Occupational Area and Class
- List of Occupational Groups within Major Occupational Area
- List of Classes within Occupational Groups
- Utilization Reports by Occupational Group
- Representation of Employees with Disabilities by Department

SPB Utilization Reports...

Provide all the **pieces** of information needed to identify where employment goals are required!



UTILIZATION ANALYSIS WORK SHEET

Correctional Officers at Department of Corrections

State Work Force Data As Of 03/31/98

Class	White	Black	Hispanic	Asian
Correctional Officer	10325	2829	5253	2
Correctional Sergeant	1204	319	401	
Correctional Lieutenant	528	181	177	
Correctional Captain	42	9	12	
Facility Captain	93	39	28	
Total:	# 12192	3377	5871	
	% 53.1%	14.7%	25.6%	

Relevant Labor Force - Applicant Pool Data - Accepted Application

Statewide	White	Black	Hispanic	Asian
Correctional Officer Examination (1997)	1,276	637	1,268	
Total	# 1,276	637	1,268	5
	% 35.9%	17.9%	35.7%	1.5

State Utilization	17.2%	-3.2%	-10.1%	-0.1%
Deficiency		-739	-2323	-80
80% Theshold	28.7%	14.4%	28.6%	1.2%
Below 80%	No	No	Yes	No
Z Score		12.72	32.01	4.3
Statistically Significant		YES	YES	YES

Partial
Report

Goals
Required

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When must Departments Set Employment Goals?

The SPB requires that a goal be established whenever a targeted minority group or women has a statistically significant underutilization, at the .05 level of significance, within an occupational group.

$$Z = \sqrt{\frac{|p-P|}{\frac{P(Q)}{n}}}$$

$Z = \text{or } > 1.65 \text{ (.05 Level of Significance)}$
 $Z = \text{or } > 2.33 \text{ (.01 Level of Significance)}$

Goals for Persons with Disabilities...



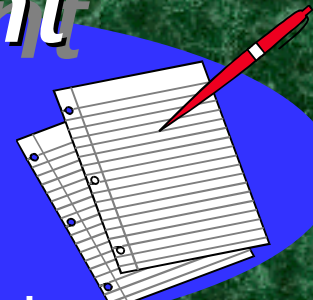
- No relevant labor force data available.
- General Labor Force data from the U.S. Census Bureau's *Survey of Income and Program Participation* used.
- California labor force parity = 11.4%.
- Set one overall goal for the department, if below 80% of parity (9.1%).

Departmental considerations for setting employment

Goals....

- The size of the deficiency within the occupation;
- Anticipated number of hiring opportunities within the occupation; and
- The availability of qualified job seekers.

What Does A Department Submit to the SPB?



- A transmittal letter signed by the Director or Director's Designee.
- A summary of goal accomplishments and actions for the previous year.
- SPB Form AAP02, *Summary of EEO Goals and Timetables*.
- A copy of the Utilization Reports that support the goals being established.
- SPB Form AAP03, *Annual EEO Gs & Ts Checklist*.